

SYLLABUS

INTERNATIONAL EUROPEAN
UNIVERSITY



**EUROPEAN SCHOOL
OF BUSINESS**



SYLLABUS



Course Name 

 Professional ethics of the manager

Lecturer (s) 

 Olena Vlasenko

Lecturer's profile 

 <https://business.ieu.edu.ua/pro-yemsh/struktura-kafedry-vykladachi/kafedry/kafedra-menedzhmentu#zzz-014>

Consultations

online consulting



offline consulting



First Thursday of the month 9 a.m. – 10 a.m.
Wednesday 12 p.m. – 1 p.m.

Contact number 

 +380 68 201 89 04

E-mail 

 vlasenkoolena@ieu.edu.ua

Discipline page 

 <https://business.ieu.edu.ua/navchannia/orhanizatsiia-osvitnoho-protsesu/robochi-prohramy/bakalavrat>

Form of final control

test

def. test

exam





SYLLABUS



1 Brief discipline annotation

This academic discipline includes objectives, theoretical foundations, methodologies, key areas of manager's professional ethics. It clarifies particularities of the development of practical abilities and skills of decision-making on the moral behavior of specialists in professional dilemma situations, as well as introduces the codes of professional ethics.

2 Background for studying discipline

Studying the Professional ethics of the manager course implies purposeful work on the exploration of special literature, active work at lectures and practical classes, independent work, performance of individual tasks.

3 Goal and objectives of the discipline

The goal of the Professional ethics of the manager discipline is to provide students with a system of knowledge of professional ethics, to introduce the basic ethical concepts, terms, principles, methods of humanistic and professional ethics of a specialist in information, library and archive management, record-keeping, and types of ethical codes, to provide them with the ability to apply the acquired knowledge in direct practical activities and skills in solving complex moral issues.

Key objectives of the Professional ethics of the manager discipline:

- to consider professional ethics as an academic discipline studying the specific nature of professional morality, regularities of its emergence and development;
- to determine the place and role of professional ethics in the set of contemporary humanitarian knowledge;
- to highlight the problems of professional ethics;
- to define the basic principles of professional moral codes, their importance for the development of ethical behavior at the organization;

4 Learning outcomes

PLO 9. To show interaction, leadership and teamwork skills.

PLO 10. To have skills in grounding efficient tools for motivating organization personnel.

PLO 11. To show skills in analyzing the situation and carrying out communications in different areas of organization activities.

PLO 14. To identify stress causes, adapt yourself and your team members to a stress situation, find ways of its neutralization.

PLO 15. To show the ability to act in a socially conscious manner based on ethical considerations (motives), respect of diversity and multiculturalism.

5 ECTS credits

3 ECTS credits / 90 academic hours

Content sections and topics	Amount of hours											
	full-time mode of study						part-time mode of study					
	total	including					total	including				
		1	p	lab.	ind.	i.w.		1	p	lab.	ind.	i.w.
1	2	3	4	5	6	7	8	9	10	11	12	13
Content section 1. Essence of professional ethics												
Topic 1. Ethics as a doctrine of morality.	11	2	2	-	-	7	12	2	-	-	-	10
Topic 2. Manager's professional ethics and moral consciousness.	11	2	2	-	-	7	10	-	-	-	-	10
Topic 3. Corporate culture.	11	2	2	-	-	7	10	-	-	-	-	10
Topic 4. Corporate ethics.	11	2	2	-	-	7	11	-	1	-	-	10
Total per content section 1	44	8	6	-	-	28	44	2	1	-	-	40
Content section 2. Manager's business etiquette												
Topic 5. Manager's business etiquette. The concept of etiquette.	11	2	2	-	-	7	12	2	-	-	-	10
Topic 6. Style and image of a businessperson. The concept of style.	11	2	2	-	-	7	10	-	-	-	-	10
Topic 7. Manager's information ethics.	14	4	2	-	-	8	13	-	1	-	-	12
<i>Complex practical individual task.</i>	10	-	2	-	-	8	12	-	-	-	-	20
Total per content section 2	46	8	8	-	-	30	47	2	1	-	-	44
Total hours	90	16	16	-	-	58	90	4	2	-	-	84



SYLLABUS



7

List of obligatory tasks

1. Ethics as a doctrine of morality.
2. Manager's professional ethics and moral consciousness.
3. Corporate culture.
4. Corporate ethics.
5. Manager's business etiquette. The concept of etiquette.
6. Style and image of a businessperson. The concept of style.
7. Manager's information ethics.

8

List of selective tasks

1. The corporate culture of the department.
2. Moral and ethical code of a specialist in document and information science.
3. Problems of professional morality and their interpretation in national public practice.
4. Politics and morality: dialectics of humanism and democracy.
5. Social orientation of professional criteria of ethics and morality.
6. Professionalism as a moral trait of a person.
7. Protection of public morality in the mass media.
8. Causes and specific nature of conflicts of interest, methods of overcoming them and ways to avoid them.
9. Types of national business cultures.
10. Types of regional business cultures.
11. Ethical norms of work with information sources.
12. Confidentiality of information.
13. Problem of manipulation of information in the context of norms and principles of professional ethics.
14. Conflict of interest in professional practice.
15. Ethics of using the latest technologies in information activities.

9

Discipline features

Period of teaching	Semester	International disciplinary integration	Year of study	Courses: general training/ professional training/elective
1st semester	3rd semester	available	2nd year	Elective discipline

10

Assessment system and requirements. General system of discipline assessment

As part of discipline teaching, one carries out current and final control of students' knowledge.

The final credit grade is given according to the total rating of students.

QR Code: <https://ie.u.edu.ua/docs/pol-mark-esb.pdf>

According to the results of current control during a semester, students can obtain 100 points maximally, the minimum sum of points allowing students to pass the discipline is 60 points.

Correlation between national and ECTS grades and student rating: QR Code: <https://ie.u.edu.ua/docs/pol-mark-esb.pdf>



SYLLABUS



11 Admission to final control

The minimum amount of points that should be obtained by students for current educational activities during a semester to be admitted to the final control is 36 points. The grade for the discipline is defined as a sum of the final points for current activities and the points for the final control and is expressed due to the multipoint scale.

The grade for the discipline completing with the test is determined as the sum of points for current learning activities (at least 36), points for individual independent work of students (no more than 6) and points for the test (at least 24).

The overall points of the discipline are 100. The total grade for the discipline is given according to the national and European scale.

The final control in the form of a test is carried out after learning all the topics of the discipline, during the examination session.

QR Code: <https://ieu.edu.ua/docs/050.pdf>

12 Discipline policy

To ensure fruitful learning and cognitive activities of students while studying the discipline, one holds relevant lectures and seminars in the form of presentations, case studies, group work and discussion seminars.

During classes and at the University, students should respect lecturers, staff and other students, attend classes according to the schedule, come on time and not leave classes without lecturer's permission. All academic assignments should be performed by the deadlines.

The teaching staff should constantly advance their professional level, teaching skills, general culture, as well as provide students with appropriate conditions for learning educational programs according to the requirements for the content, level and capacity of education, and encourage their comprehensive professional development. Lecturers should follow the curriculum, not be late for classes, not allow any manifestations of corruption, discrimination, bullying, harassment and infringement of the students' rights.

13 Policy of absence and late task performance

Students who miss the current control for valid reasons confirmed by documents have the right to take current control within two weeks after returning to studying.

Students who have missed classes without valid reasons, have not participated in current control activities, have not liquidated academic failure are not admitted to the final semester control of this discipline. In this case, an academic staff member puts a mark 'non-admission' in the exam record.

Repeated taking of the exam in the discipline is appointed in case of accomplishing all types of educational, independent (individual) work stipulated by the working program of the academic discipline and is carried out according to the approved schedule of academic failure liquidation.

QR Code: <https://ieu.edu.ua/docs/050.pdf>



SYLLABUS



14 Academic integrity policy

Participants in the educational process rely on the academic integrity principles QR Code: <https://ieu.edu.ua/docs/011.pdf>

15 Recommended sources of information

Primary literature:

1. Shevchenko Y.M. Pedagogical deontology: study guide [for students of the Primary education specialty] / Compiled by Yuliia Shevchenko: Lux Publishing and printing center, 2018. – 130 p.
2. Molchanova A.O., Volianyk I.V., Kondratieva V.P. Organizational behavior: Study guide / edited by A.O. Molchanova. – Ivano-Frankivsk, Lileya-NV, – 2015. – 176 p.
3. Organizational behavior. Study guide for full-time and part-time students in the Management of organizations specialty / Compiled by: Matushkina M. V. – Starobilsk, 2016. – 200 p.

Additional literature:

1. Bralatan V.P., Hutsalenko L.V., Zdyrko N.H. Professional ethics. Study guide. – K.: Center for educational literature, 2011. – 252 p.
2. Lepeiko T.I. Organizational behavior: study guide / T.I. Lepeiko, S.V. Lukashev, O.M. Myronova – Kh.: KhNUE Publishing house, 2013. – 156 p. (Ukrainian)
3. Chestara J. Business Etiquette / J. Chestara; translated from English by L. Beskova – M.: FAIR Agency, 1997. – 336 p.
4. Novak V.O. Organizational behavior: Textbook / V.O. Novak, T.L. Mostenska, O.V. Ilienکو. – K.: Condor Publishing house, 2013. – 498 p.
5. Shepel V.M. Image studies. How to make people like you. – M.: People's Education, 2002. – 576 p.
6. Ethics of business communication: Course of lectures / edited by Chmut T.K. Kyiv: PARAPLAN, 2003. – 259 p.
7. Ethics: Study guide / V.O.Lozyvyi, M.I.Panov, O.A.Stasevska et al.; edited by prof. V.O.Lozyvyi. Kyiv: Znannia, 2004. – 180 p.
8. Zhukovska L.E. Theory of organizations: study guide / L.E. Zhukovska, E.H. Borysevych, Y.M. Strelchuk – Odesa: O. S. Popov ONAT, 2011. – 148 p.

Information resources:

1. Law of Ukraine “On Rules of Ethical Conduct” dd. May 17, 2012 // Electronic resource. – Available at: <https://zakon.rada.gov.ua/laws/show/4722-17>.
2. Official website of the Vernadsky National Library of Ukraine // Electronic resource. – Available at: <http://nbuv.gov.ua>.
3. Website of free electronic textbooks online // Electronic resource. – Available at: <https://pidru4niki.com>.
4. Official website of CHITALKA student electronic library // Electronic resource. – Available at: <http://chitalka.info>.
5. Official website of the online library of educational and scientific literature // Electronic resource. – Available at: <https://eduknigi.com>.
6. Website of the textbook electronic library // Electronic resource. – Available at: <http://studentam.kiev.ua>.
7. Professional ethics and norms of professional business relations // Electronic resource. – Available at: <http://www.readbookz.com/book/159/4576>.
8. Kropyvianska O. Brand values as a reflection of corporate values // Electronic resource. – Available at: <http://www.innovation.com.ua/uk/interview/640/1271>



SYLLABUS



16

Tips on successful study during the course

If you want to succeed in this discipline, you should be:

- **persistent, attentive and curious;**
- **creative, cheerful, and open to communication and discussions;**
- **ready to acquire information and knowledge about the subject not only during lectures but also during extracurricular activities.**

See you at classes!